



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, मंगलवार, 13 जून, 2006/23 ज्येष्ठ, 1928

हिमाचल प्रदेश सरकार

FINANCE DEPARTMENT

NOTIFICATION

Shimla-2, the 6th May, 2006

No. Fin. D(A)5-3/2005.—In pursuance of the Notification published in the Gazette of India Extra-ordinary Part-II No. 25 Rajpatra 31, 1927 (Saka) Right to Information Act, 2005 (Act No. 22 of 2005) dated 15 June, 2005, the Governor of Himachal Pradesh is pleased to designate the following Officers as Assistant Public Information Officer, Public Information Officer and Appellate Authority at State level for citizen to secure access to information under the control of Public authorities for promoting transparency and accountability in the working of every public authority in the Finance Department, Himachal Pradesh with immediate effect :—

Designation	Complete Office Address	Office Tel. No.	Jurisdiction/Unit under his control for which he will render information to applicants
1	2	3	4
1. Public Information Officer : Dy. Secy./Under Secy.	Armsdale Building, H. P. Sectt. Shimla	2628486 and 2628501	Finance Department at Sectt. level.

1	2	3	4
2. Asstt. Public Information Officer : Section Officer (Concerned branches).	Armsdale Building, H. P. Sectt. Shimla	2880411 to 2880413 and 2880415 to 2880419	Finance Department at Sectt. level.
3. Appellate Authority : Principal Secy. (Fin.).	Armsdale Building, H. P. Sectt. Shimla	2621892	-do-

The Governor of Himachal Pradesh is further pleased to publish the records and other activities of the department as required under the provisions of sub-section (1)(b) of section 4 of the Right to Information Act, 2005 as under :—

The Finance Minister is Minister in Charge and the Organization set up of Department of Finance is as under :—

GOVERNMENT/SECRETARIAT LEVEL

1. Pr. Secretary (Fin.) to the Government of Himachal Pradesh.
2. Dy. Secy./Under Secy. (as the case may be).
3. Section Officer as Section Incharge.

Sl. No.	Name of the Branch	Function being Distributed	Branch Officer/Supervisor
1	2	3	4
1.	Fin. A & G Branches and Finance Commission.	<ol style="list-style-type: none"> 1. Preparation of Budget estimate including supplementary grants and budget speech. 2. Delegation of powers of DDO's/HOD's. 3. PAC and Estimate Committee. 4. All meetings relating to Budget. 5. List of Major/Minor Head of Accounts. 6. All work relating to Finance Commission. 7. Taxation/grant proposals. 8. Fiscal reforms. 	Smt. Purnima Chauhan, Addl. Secretary(Budget)/Sh. Guru Lal Negi, Deputy Secretary (Fin. Budget).
2.	Fin. B Branch	<ol style="list-style-type: none"> 1. Ways and Means/Loans. 2. L. O. C. 3. Reconciliation with G. O. I./A. G. 	Sh. Davesk Kumar, Addl. Secretary (Fin. Exp.)/Sh. Ramesh Verma, Under Secretary (Fin.).

1	2	3	4
		4. Grant-in-aid to Science and Technology.	
		5. Waive off revenue losses.	
		Rate of interest (other than loans to Government employees) on loans by Govt.	
3.	Fin. C Branch	6. Service Rules, FRSR, Leave Rules, HPFR, TA Rules etc.	Smt. Purnima Chauhan, Addl. Secretary (Budget)/Sh. Guru Lal Negi, Deputy Secretary (Fin. Budget).
		7. Allowance; like CA, HRA, Capital, Winter Allowances etc., Ex-gratia grant and other policy matters.	
4.	Fin. D Branch	1. HBA (House Building) Advance.	Smt. Purnima Chauhan, Addl. Secretary (Budget)/Sh. Guru Lal Negi, Deputy Secretary (Fin. Budget).
		2. Public Accounts Matters.— Policy/instructions and report of CAG.	
		3. Audit Paras and inspections reports.	
		4. Group Insurance Scheme. Co-ordination Work.	
5.	Fin. E & F Branches.	1. Creation/upgradation of posts.	Sh. Daves Kumar, Addl. Secretary (Fin.-Expenditure).
		2. Economy instructions/policy.	Sh. Ramesh Verma, Under Secretary (Fin.).
		3. Expenditure sanctions. Meetings regarding expenditure.	
6.	Fin. Pension Cell	1. All works relating to pension rules and pensionary benefits to State Govt. employees.	Smt. Purnima Chauhan, Addl. Secretary (Fin.) Sh. Kuldeep Sharma, Deputy Controller (F & A)
		2. Grievances of pensioners. V.R.S. for State Govt. employees.	
7.	Fin. IF Cell	1. Work relating to all Boards/Corporations/Universities.	Sh. Shrikant Baldi, Secretary (IF & Fin. Commn.). Sh. Ramesh Verma, Under Secretary (Fin.-IF).
		2. Meetings in respect of boards/Corporations/Universities.	

1	2	3	4
		3. V.R.S. for Boards/ Corporations/Universi- ties.	
8.	Fin. Pay revision	All works relating to Pay Revision/Assured Career Progression Scheme etc.	Smt. Purnima Chauhan, Addl. Sec- retary (Budget)/Sh. Guru Lal Negi, Deputy Secretary (Fin.).
9.	Planning & Eco. & Statistics.	All works relating to Planning & Eco. & Statistics.	Smt. Purnima Chauhan, Addl. Sec- retary (Budget). Sh. Ramesh Verma, Under Secretary (Fin.).

Additional/Deputy/Under Secretary (Finance) :

To assist the Secretary (Fin.) on the issues as stated above.

Section Officer :

The Section Officer is the Incharge of the Finance Section/Branches in H. P. Secretariat for the works relating to establishment, Budget and Accounts matter and all service matters, R and P Rules, disciplinary cases, Pay fixation, grant of benefits under ACPS and transfer cases of Class-I and II Officers of Finance Department as stated above.

Superintendent Grade-II :

Superintendent Grade-II working in the Secretariat supervises work of some of the dealing hands posted in the Section and submits their cases through the Section Officer. In the absence of Section Officer, the Superintendent Grade-II supervises the work of entire Section.

Senior Assistants/Junior Assistants :

Senior Assistants/Junior Assistants deal with receipts and submit cases to the Section Officers of Superintendents. They are required to compile data, statistics or information and deal matters including Cabinet memorandum/Court Cases/Replies of Vidhan Sabha Questions so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

Clerks :

Clerks posted in the section perform duties and functions as assigned to them by the Section Officer/Superintendent including the diary/despach work, Maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after diaring to dealing assistants in the Section, to open files and maintain reminder register.

Personal Staff :

The general fuction of Personal staff i. e. Private Secretary/Personal Assistants/Senior and Junior Scale Stenographer is to assist the Ministers, Secretaries and other middle level Officers in their day to day disposal of work and carry out such duties officially assigned to them. They have to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities

in quick decision making through dictation and typing. Further they have to perform the duties of Receipt of Dak, preparation of notes and drafts, Attendance of Telephones, Maintenance of Engagement Diary, Control over vehicle/Driver, Arrangements for tours/pay etc. and also maintenance of records.

Himachal Pradesh Government Finance Department Website :

WOW. himachal. gov. in/ Finance.

The Acts, Rules, Regulations, Instructions, Manuals & Records held by it or under its control or used by its employees for discharging its functions.

The following various rules, Regulations, Instructions are followed while dealing different issues :—

1. CCS (Leave) Rules, 1972.
2. CCS & CCA Rules.
3. CCS (Conduct) Rules.
4. H. P. Financial Rules.
5. FR & SR
6. Delegation of Financial Power Rules.
7. Budget Manual.
8. Office Manual.
9. Pension Rules.
10. Handbook Volume-I, II & III issued by the Department of Personnel.
11. Instructions regarding maintenance of ACRs.
12. Instructions regarding pay fixation, Stepping up of pay, granting of ACP benefits and removal of anomaly in pay of senior and junior officers.
13. FRBM Act & Rules.

The particulars of facilities available to the citizens for obtaining information.

The Office of Secretary (Fin.) and all other Officers of this department is open for general public for collection any type of information relating to programme and allocation of funds under various Heads of Accounts from 10 AM to 5 PM except on holidays. To visit the office of Minister/Officers as well

Branch, the gate entry pass
from 3 P.M. to 5 P.M. on every
working day.

By order,

Sd/-
Pr. Secretary.